SPORTS INFORMATION/MARKETING REPRESENTATIVE
JOB #CCC902
$3,711 - $4,498 per month

This is a classified position subject to a one-year probationary period.

DATE POSTED: March 04, 2015
CLOSING DATE: March 27, 2015

POSITION LOCATION: Cypress College – Physical Education

SCHEDULED SHIFT: 8:00 a.m. – 5:00 p.m., Monday through Friday
Normally scheduled Monday-Friday, but may require work on evenings and weekends, depending upon events and department needs. Daily starting and ending times may be irregular; shift may vary from day-to-day depending on programmatic requirements.

STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for the planning and organizing of a variety of marketing and public relations activities to promote interest in athletic programs and events. Perform public relations activities to promote awareness of athletic programs and events. Write, edit, prepare, and distribute sports press releases promoting team or athlete achievement for college and local newspapers, radio, television and website; announce game schedules for local media. Attend games to track game scores and statistics; relate game events to the media; maintain current statistics, records, letterman lists and other information for each team. Direct photography activities at sports events; take photos and maintain current photo file of team and individual athletes for publicity purposes. Design, write and edit press information brochures, booklets, press guides and programs for distribution to media, colleges and universities; maintain poster schedules for teams. Assist with travel arrangements for athletic teams; participate in preparation and coordination of athletic events as directed. Perform marketing duties; develop volunteer support and participation in athletic program activities such as jobs, awards, scholarships, group meetings with coaches, parents night and ticket promotions; coordinate Hall of Fame awards evening; secure sponsors to develop, coordinate, and present fund raising events. Represent the Athletic Department at various community and media functions; prepare and present oral presentations concerning sports information, athletics and academics; attend athletic events on and off campus. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: Associate Degree in journalism, marketing, public relations or related field. Sufficient training and experience to demonstrate the knowledge, skills and abilities listed below.

Ability to: Plan, organize and participate in a variety of marketing and public relations activities to generate interest in athletic programs and events; write, edit, prepare and distribute press releases and a wide variety of information; use a camera to take publicity photos; analyze situations accurately and identify an effective course of action; plan, organize and prioritize work; meet schedules and timelines; work independently with little direction; understand and follow oral and written directions; to establish and maintain effective working relationships.

Knowledge of: District organization, policies and objectives; rules, strategy, technologies and terminologies related to intercollegiate sports; principles and techniques of preparing, producing and disseminating public information; principles and techniques of establishing and maintaining positive public and community relations; marketing and public relations techniques.

Licenses and Other Requirements: Position requires a valid Driver’s License. Incumbent may be required to commute between sites. All employees driving, personal, leased or district-owned vehicles for District related activities must certify possession of...
a valid Driver's License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0)

**DESIRABLE QUALIFICATIONS**

Experience with the management of sports information statistical software (i.e., Presto, StatCrew or equivalent statistical reporting or software for athletics programs). Knowledge of the CCCAA (California Community College Athletics Association) sports information reporting requirements.

**WORKING CONDITIONS**

College or District office environment, athletic stadiums and events, and locker rooms; subject to driving to a variety of locations to conduct work; extensive standing. Subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

**WORKING RELATIONSHIPS**

The Sports Information/Marketing Representative maintains frequent contact with coaches, athletes, and media representatives.

**APPLICATION PROCEDURE**

Applicants MUST submit the following items:

1. **DISTRICT CLASSIFIED APPLICATION REQUIRED:** Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these forms will result in exclusion from the applicant pool.

2. **Copy of official/unofficial transcripts:** Must be submitted with application. Applications submitted without official/unofficial transcripts attached will be deemed incomplete and will not be considered.

3. **Copy of valid Driver's License:** Must be submitted with application. Applications submitted without a copy of a valid Driver's License will be deemed incomplete and will not be considered.

**APPLICATION DEADLINE**

Completed applications must be received in the Human Resources office on or before **March 27, 2015, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing date. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. Veteran status and people with disabilities are encouraged to apply. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at [http://www.nocccd.edu/Departments/HR/UnlawfulDiscrimination.htm](http://www.nocccd.edu/Departments/HR/UnlawfulDiscrimination.htm)